DOCUMENT RESUME

ED 024 366 JC 680 425

Corning Community College By-Laws of the Board of Trustees.
Corning Community Coll., N.Y.
Pub Date Jan 67
Note-41p.
EDRS Price MF-$0.25 HC-$2.15
Descriptors-Advisory Committees, *Board Administrator Relationship, College Teachers, Educational Administration, Educational Finance, Educational Policy, *Governing Boards, *Junior Colleges, *Leave of Absence, *Trustees
Identifiers-*New York

This publication gives the complete by-laws (including amendments) of the Corning Community College as they deal with (1) administrative control and powers and duties of the board of trustees, (2) terms of office and duties of officers and committees of the board, (3) time, place, frequency, and procedures of meetings of the board, (4) functions and membership of advisory committees, (5) organization and duties of the professional staff, (6) faculty and faculty council, (7) appointment and termination of academic staff, (8) salary schedules, (9) evening and summer divisions, (10) leave policy (sick, sabbatical, military, etc.) for the professional staff, (11) leave policy for non-academic personnel, (12) designation of administrative officers, and (13) handling of bids, cash, and contracts. These by-laws may serve as an example or guide to other boards engaged in drafting their own set of rules. (HH)

EDO 24366

CORNING COMMUNITY COLLEGE

TRUSTEES BY-LAWS

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

C O R N I N G C O M M U N I T Y C O L L E G E

C O R N I N G , N E W Y O R K

BY-LAWS

of

THE BOARD OF TRUSTEES
(as amended January, 1967)

Trustees' By-Laws Committee:
Mrs. Natalie Wood
Mr. Leland Bryan

Approval of the By-Laws of the Board of Trustees was moved by Mr. Leland Bryan, seconded by Mrs. Natalie Wood, and unanimously carried at the regular meeting of the Board of Trustees on April 7, 1961.

JC 680 425

UNIVERSITY OF CALIF.
LOS ANGELES

SEP 20 1968

CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION

CORNING COMMUNITY COLLEGE
BOARD OF TRUSTEES
September 1, 1967

Dr. William H. Armistead

Mr. Leland B. Bryan

Mr. Paul T. Clark

Mr. John Eberenz

Mr. Charles D. LaFollette

Mr. Frederick W. Parsons

Mrs. Robert Rockwell

Mrs. Edwin S. Underhill, Jr.

The By-Laws of the Board of Trustees do not reflect the various changes that have occurred in the administrative organization of the College over the past few years. However, they are included in this Handbook because they represent the basic policy of the College.

The Board of Trustees have been informed of the necessity to up-date the By-Laws and they will do so as their schedule permits. Once the By-Laws have been revised, copies will be available for reference in the following locations:

President of the College

Dean of the Faculty

Dean of Students

Assistant to the President for Special Projects

Library

BY-LAWS

BOARD OF TRUSTEES

CORNING COMMUNITY COLLEGE
Corning, New York

TABLE OF CONTENTS

		Page
PART I.		
Article I.	Administrative Control	1
Section I.	Powers and Duties of the Board of Trustees	1
Article II.	Officers and Committees of the Board	2
Section II.	Officers	2
Section III.	Term of Office	2
Section IV.	Duties of the Chairman	2
Section V.	Duties of the Vice Chairman	2
Section VI.	Duties of the Treasurer	3
Section VII.	Duties of the Secretary	3
Section VIII.	Vacancy on the Board	3
Section IX.	Trustees Ex Officio	3
Section X.	Trustee Emeritus	3
Section XI.	Committees of the Board	3
Article III.	Meetings of the Board	4
Section XII.	Meetings	4
Section XIII.	Notice of Time and Place of Meetings	4
Section XIV.	Quorum of the Board	4
Section XV.	Presiding Officer	4
Section XVI.	Calendar and Order of Business	5
Section XVII.	Parliamentary Procedure	5
Article IV.	Advisory Committees	5
Section XVIII.	Advisory Committees	5
Section XIX.	Membership on Advisory Committees	5
Article V.	Amendments to the By-Laws	6
Section XX.	Amendments to the By-Laws	6
PART II.		
Article VI.	Organization & Duties of Professional Staff	6
Section XXI.	The Professional Staff	6
Section XXII.	Appointments to the Professional Staff	6
Section XXIII.	The President	7
Section XXIV.	The Dean of the Faculty	7
Section XXIV.	The Dean of Students	8
Section XXV.	The Business Manager	8
Section XXVI.	Program Coordinators	9
Section XXVII.	Director of the Library	9
Section XXVIII.	Instructor, Assistant Professor, Associate Professor, Professor in Instructional Programs	10
Section XXIX.	Other Members	10

TABLE OF CONTENTS (continued)

PART III.

Article VII.	The Faculty and Faculty Council	10
Section XXX.	Definition of the Faculty	10
Article VIII.	Appointment of Academic Staff	11
Section XXXI.	Purpose and Duties of the Faculty	11
Section XXXII.	Officers of the Faculty	12
Section XXXIII.	Faculty Council	13
Article VIII.	Revised Appointment of Academic Staff	13
Section XXXIV.	Types of Appointment	13
Section XXXV.	Methods of Appointment	13
Section XXXVI.	Periods of Appointment	14
Section XXXVII.	Appointment without Term	15
Section XXXVIII.	Termination of Temporary and Probationary Appointments	15
Section XXXIX.	Termination of Term Appointments: Discontinuance of Position	16
Section XL.	Termination of Term Appointments: Grounds for Removal or Suspension	17
Section XLI.	Termination of Appointment for Age	19
Article IX.	Salary Schedules and Schedule Conditions	19
Section XLII.	Salary Schedules	19
Section XLIII.	Salary Schedule Conditions	21
Section XLIV.	Conditions and Qualifications for Appointments and Promotion	22
Article X.	The Evening and Summer Division	23
Section XLV.	Establishment of Evening and Summer Division	23
Article XI.	Leaves for the Professional Staff	24
Section XLVI.	Positions Excluded from these Leave Regulations	24
Section XLVII.	Summer Leave	24
Section XLVIII.	Sick Leave	24
Section XLIX.	Personal Leave	25
Section L.	Maternity Leave	25
Section LI.	Leave for Jury and Court Attendance	26
Section LII.	Leave for Death or Illness within Family	27
Section LIII.	Sabbatical Leave for Faculty and Administration	27
Section LIII.	Amendment	28
Section LIV.	Military Leave of Absence	28

TABLE OF CONTENTS (continued)

PART IV.

Article XII. Attendance and Leave for Non-Academic Personnel 29
Section LV. Applicability of These Provisions 29
Section LVI. Vacation Leave Allowance 29
Section LVII. Personal Leave 30
Section LVIII. Sick Leave Allowance 30
Section LIX. Other Authorized Absences with Pay 32
Section LX. Leave of Absence without Pay 33
Section LXI. Hours of Work 34
Section LXII. Miscellaneous Provisions 34
Section LXIII. Absence Due to Injury Incurred in the Performance of Official Duties 35
Section LXIV. Working Conditions 35

PART V.

Article XIII. Designation of Administrative Officers 35
Section LXV. Designation of Administrative Officers 35
Section LXVI. Competitive Bidding 36
Section LXVII. Petty Cash Expenditures 36
Section LXVIII. Forms and Records 36
Amendment (January 1967) 36

CORNING COMMUNITY COLLEGE
Corning, New York

BY-LAWS --- April 7, 1961

PART I.

ARTICLE I. ADMINISTRATIVE CONTROL

SECTION I. Powers and Duties of the Board of Trustees

The College shall be administered by the Board of Trustees, appointed in conformance with Article 126, Section 6306, of the State Education Law. In accordance with the State Education Law, the powers of this Board are:

A. To appoint a President of the College, subject to the approval of the State University Trustees, and to assign his duties.

B. To appoint, or to delegate to the President, the appointment of other members of the faculty and such other employees of the College as may be necessary, within the appropriations made therefor and in accordance with the regulations of this Board and State Law, where applicable.

C. To regulate the admission of students, tuition, fees, and all other matters appertaining to the government and administration of the College.

D. To issue certificates, diplomas, and degrees to qualified students, on the recommendation of the Faculty.

E. To provide and maintain suitable quarters for the College and to acquire and install necessary equipment therefor.

F. To provide for the care, custody, control, management, and improvement of the lands, grounds, buildings, facilities, and equipment pertaining to the College.

G. To adopt curricula, subject to the approval of the State University Trustees.

H. To accept gifts and bequests of real or personal property suitable for carrying out the program and purposes of the College.

I. To prepare a budget for submission to and approval by the Board of Education, Corning City School District, subject to the general supervision of the State University Trustees.

SECTION I. Powers and Duties (continued)

J. To make and establish, and from time to time to alter and amend, such rules and regulations not inconsistent with law for the government of the College, as the Board may deem advisable.

ARTICLE II. OFFICERS AND COMMITTEES OF THE BOARD

SECTION II. Officers

The officers of the Board shall be a Chairman, a Vice Chairman, a Treasurer, and a Secretary.

SECTION III. Term of Office

A. The Chairman, Vice Chairman, and Treasurer shall be elected each year and shall take office on July 1. They shall hold office until their elected successors take office. A majority vote of the members of the Board shall be necessary for election. Vacancies in either office shall be filled by the Board.

B. The Secretary to the Board shall be the President of the College or his delegate, unless otherwise determined by the Board.

SECTION IV. Duties of the Chairman

A. The Chairman shall preside at all meetings of the Board. including Commencement, and shall be a member ex officio of all committees and shall be entitled to vote at all meetings of the Board and of all its standing and special committees.

B. The Chairman shall appoint all standing and special committees and shall designate the Chairmen of such committees, unless otherwise determined by the Board of Trustees.

SECTION V. Duties of the Vice Chairman

The Vice Chairman shall perform the duties of the Chairman in his absence and such other duties as the Chairman may delegate to him from time to time.

ARTICLE II.

SECTION VI. Duties of the Treasurer

The Treasurer shall perform the duties delegated to him by the Board members, including care and custody of all cash, stocks, bonds, mortgages, or other securities or investments belonging to the College.

SECTION VII. Duties of the Secretary

The Secretary shall attend all meetings of the Board and shall have a right to speak, but not to vote, on all matters brought before the Board. He shall be responsible for the minutes of such meetings and shall prepare and submit them to each member of the Board. He shall have charge, under the direction of the Board, of all official records and papers belonging to the Board. The Secretary shall also perform such duties as may be assigned from time to time by the Board. He shall be the keeper of the College Seal.

SECTION VIII. Vacancy on the Board

A vacancy on the Board of Trustees shall be filled for the unexpired term in the same manner as the original appointment by the appointing authority responsible for the original appointment. Any Trustee shall be eligible for re-appointment.

SECTION IX. Trustees Ex Officio

The President of the College shall be a trustee Ex Officio for so long as he is President. He shall be entitled to attend all meetings and participate fully in all matters, but shall not vote or be counted towards a quorum.

SECTION X. Trustee Emeritus

All former Trustees are automatically coined as Trustee Emeritus and may attend and participate in all meetings, but are not vested with responsibility and may not vote or be counted towards a quorum.

SECTION XI. Committees of the Board

A. The standing committees of the Board shall be:
   1. Committee on Finance
   2. Committee on Nominations
   3. Committee on Building and Grounds
   4. Committee on Gifts

B. Each committee shall consist of at least two members, with the maximum number for each committee to be determined by the Board.

ARTICLE II.

SECTION XI. Committees of the Board (continued)

C. A majority of the members of a committee shall constitute a quorum for the transaction of business.

D. Special committees may be established in accordance with provisions of Section 4-B of this Article.

ARTICLE III. MEETINGS OF THE BOARD

SECTION XII. Meetings

A. Regular meetings shall be held once each month at a date, time, and place to be announced by the Chairman.

B. Special meetings shall be held on the call of the Chairman or on the written request of four members.

SECTION XIII. Notice of Time and Place of Meetings

A. A notice of the hour and place of every regular meeting shall be mailed to every Board member by the Secretary to the Board at least one week prior to such a meeting. All meetings shall be held at a place determined by the Chairman.

B. Whenever a special meeting is called, the written notice of such meeting shall be given not less than twenty-four (24) hours in advance and shall state the matter or matters to be presented to the Board for its consideration at such meeting. No other matters shall be considered at this meeting, except upon the consent of all of the members of the Board present at such meeting. Members of the Board may waive notice of such meeting.

SECTION XIV. Quorum of the Board

A majority of the members serving on the Board of Trustees shall constitute a quorum for the transaction of business. A smaller number may call the roll, record the names of the absentees, and adjourn.

ARTICLE III.

SECTION XV. Presiding Officer

A. The Chairman or, in his absence, the Vice Chairman, shall preside at all meetings of the Board. In case the Chairman and Vice Chairman shall not attend at the time appointed for

ARTICLE III.

SECTION XV. Presiding Officer (continued)

any meeting of the Board, the Treasurer shall call the roll and, on the appearance of a quorum, shall call the Board to order. A Chairman pro tempore shall be elected by the Board of Trustees for that meeting, or until the appearance of the Chairman or the Vice Chairman.

B. The presiding officer shall decide all questions of order, subject to appeal to the members present.

SECTION XVI. Calendar and Order of Business

A. Generally, a week prior to each regular meeting, the Secretary to the Board shall prepare and transmit to the members of the Board a calendar for the meeting. No items shall be considered that are not on this calendar, except on the recommendation of the Chairman, or the Chairman of the appropriate committee, and by unanimous consent.

B. The order of business at meetings shall be as determined from time to time by the Board.

SECTION XVII. Parliamentary Procedure

The Board shall be governed in its procedure by parliamentary rules and usage as set forth in Roberts' Rules of Order, Revised.

ARTICLE IV. ADVISORY COMMITTEES

SECTION XVIII. Advisory Committees

There may be an advisory committee for each major instructional area of the College curriculum. These committees shall assist the instructional departments and the President and the Board of Trustees in the development and evaluation of curricula, placement of graduates, and in the securing of qualified applicants for positions on the instructional staff, and in other ways deemed appropriate by the President and/or the Board of Trustees.

SECTION XIX. Membership on Advisory Committees

Members of the advisory committees shall be appointed by the President to serve at the pleasure of the College. There shall be no compensation for such voluntary service.

ARTICLE VI.

SECTION XXIII. The President

A. The President shall be the Chief Administrative Officer responsible for directing the educational program, consonant with the philosophy, objectives, and purposes for which the College was established, and shall be accountable to the Board of Trustees for all matters pertaining to this responsibility. He shall have full discretionary powers in carrying into effect the By-Laws, resolutions, and policies of the Board.

B. The President shall attend meetings of the Board and advise on all matters related to educational policy and practice. He shall transmit to the Board the recommendations of the faculty and any other appropriate communications from the faculty, advisory committees, employees, or students, together with any advice or recommendation of his own concerning the subject of such recommendations or communications.

C. The President shall recommend to the Board of Trustees the appointment and promotion of members of the professional staff.

D. The President shall be responsible for the preparation and presentation to the Board of proposed annual budgets.

E. Between meetings of the Board, the President is authorized to make such administrative arrangements and appointments as cannot well await the action of the Board or its appropriate committees, and shall report such action to the Board at the next regular meeting of the Board, and request confirmation by the Board of such acts.

F. He shall submit such reports as the Board deems necessary and shall have such additional specific duties as the Board shall designate.

G. The President shall designate persons to act in his absence or in the absence of any administrative officer. The Dean of the Faculty shall act for the President in his absence, unless another designation is made.

H. The President, or his delegate, shall be responsible for the supervision and evaluation of the instructional staff.

SECTION XXIV. The Dean of the Faculty

A. The Dean of the Faculty shall be responsible for the administration and supervision of the instructional programs (day and evening), the development of new curriculum, the

ARTICLE VI.

SECTION XXIV. The Dean of the Faculty (continued)

development of the student personnel program, the scheduling of instructional staff and students, the utilization of instructional facilities, supervision of the Recorder's Office and evaluation of records.

B. The Dean of the Faculty shall be responsible for supervision and coordination of faculty activity in relation to the aforesaid areas, and such other areas as may be assigned by the President.

C. The Dean of the Faculty or a delegated representative shall serve as a member of appropriate standing committees of the Faculty Organization.

SECTION XXIV. The Dean of Students

A. The Dean of Students shall be responsible for the administration, supervision, and development of the student personnel program which shall include placement, counseling, and discipline of students and student activities.

B. The Dean of Students shall be responsible for the administration and supervision of the Admissions Office.

C. The Dean of Students or a delegated representative shall serve as a member of appropriate standing committees of the Faculty Organization.

SECTION XXV. The Business Manager

A. The Business Manager shall be appointed by the President and shall have charge of the accounts of the College.

B. He shall collect, receive, receipt, and account for tuition fees and other moneys which may be at any time owing to the College and shall promptly deposit the same to the credit of the College in such banks and/or trust companies as may from time to time be designated by the Board of Trustees as depositories for that purpose, and shall keep the same so deposited until duly expended for proper purposes of the College.

C. The Business Manager shall perform such other duties as may be delegated to him by the Board of Trustees, the Treasurer, of the President of the College, and in general, such other duties as are incident to the office.

ARTICLE VI.

SECTION XXVI. Program Coordinators

Each organized program of the institution so registered with the State University of New York shall have one faculty member, appointed by the President of the College, who shall be known as Coordinator of the Program in _____.

A. The primary responsibility of the Program Coordinators shall be that of supervising the degree programs and the courses of the programs for all full-time faculty, in cooperation with the Curriculum Committee of the faculty, as assigned to them by the Dean of the Faculty. They shall integrate instructional activities with other instructional areas of the College.

B. The Program Coordinators shall assist the Dean of the Faculty when requested to evaluate teaching and teaching techniques in the courses.

C. The Program Coordinators shall advise the President and the Dean of the Faculty when requested in the selection of staff and shall maintain professional standards and encourage professional growth among the members of the staff.

D. The Program Coordinators shall work closely with the Dean of Students and the Admissions Committee of the faculty in connection with the admission of students. With the faculty, they shall have the responsibility for the maintenance of high scholastic standards of students assigned to their programs. They shall assist in the transfer and placement of students.

E. The Program Coordinators shall also be responsible for those subject areas designated as major areas of concentration within the program.

SECTION XXVII. Director of the Library

A. The Director of the Library shall have the following responsibilities in connection with the administration of the College Libraries:

1. To serve as an ex-officio, non-voting, member of the Curriculum Committee.
2. To recommend the library budget and be responsible for its expenditure.
3. To direct and supervise the activities of assistant librarians to insure the efficient operation of the libraries.

ARTICLE VI.

SECTION XXVII. Director of the Library (continued)

B. The Director of the Library, with his staff, shall provide the necessary instructional, reference, and other services for the students, faculty, and College as they supplement the College's academic offerings.

C. The Director of the Library shall serve as Archivist of the College.

SECTION XXVIII. Instructor, Assistant Professor, Associate Professor, Professor in Instructional Programs

All members of the staff of the instructional programs shall have such duties as are appropriate to the responsible discharge of their educational and administrative functions.

SECTION XXIX. Other Members of the Professional Staff

Other members of the professional staff shall have such duties assigned by the President as are appropriate to the responsible discharge of their educational and administrative functions.

The Recorder shall be responsible for the organization, development, and maintenance of appropriate student records, and registration of students.

PART III.

ARTICLE VII. THE FACULTY AND FACULTY COUNCIL

SECTION XXX. Definition of the Faculty

A. The faculty of the Corning Community College shall consist of the President, Dean of the Faculty, Dean of Students, Business Manager, Director of the Library, Associate Librarian, Assistant Librarian, Assistants to the President, Director of Evening and Summer Schools, Program Coordinators, and Professors, Associate Professors, Assistant Professors, Instructors and Assistant Instructors, together with such other members of the professional staff as the faculty may add because of their educational responsibilities.

B. Members of the faculty who are assigned by the President to administrative duties because of their special qualifications shall not, by such assignment, lose their full faculty status.

C. Part-time faculty may not vote in faculty matters, but are urged to participate in every other way.

ARTICLE VIII.

SECTION XXXI. Purpose and Duties of the Faculty

A. The purpose of the faculty shall be to exercise the functions of a faculty as defined by these By-Laws, subject to approval by the President and/or the Board of Trustees.

B. It shall be the duty of the faculty to maintain an organization with by-laws consistent with the By-Laws of the College and adequate to provide for:

1. Election or appointment of committees and a definition of their responsibilities.
2. Procedures for the calling and conduct of faculty meetings and elections.
3. Provision for other matters of organization or procedures that may be essential to the faculty in the performance of its responsibilities customarily cared for by a college faculty.

C. The faculty shall be responsible for the development of the educational program of the College, including:

1. Quality and quantity of course offerings.
2. Standards of instruction, including grading and dismissal of students.
3. Entrance and graduation requirements.

D. One or more members of the faculty may serve in an advisory capacity to the President of the College in matters of academic personnel:

1. In the recruitment and selection of new members of the academic staff.
2. In the evaluation of present members of the academic staff when they are under consideration for promotion, appointment to positions of special authority, or dismissal:

a. Evaluation of the faculty shall be based on such considerations as:
   1) Training, experience, accomplishments in subject matter fields.
   2) Effectiveness in teaching as demonstrated by:
      a) Judgment of colleagues
      b) Development of new courses or materials
      c) Student opinion

ARTICLE VIII.

SECTION XXXI. Purpose and Duties of the Faculty (continued)

3) Effectiveness as a faculty member as demonstrated by competent performance of committee responsibilities, administrative functions, extra-curricular work with students and the community.
4) Continuing growth as demonstrated by reading, graduate study, writing, or increased ability to handle responsibility.

3. Policy in regard to leaves for study, research, or illness.

4. Conditions for retirement and granting of emeritus rank.

E. The faculty shall be responsible for and shall establish rules governing the use of the college name by college organizations and clubs.

F. The faculty shall be jointly responsible with the Administration and appropriate student leaders for recommendations on the formulation of policy relating to student activities and student discipline.

SECTION XXXII. Officers of the Faculty

A. The officers of the faculty shall be the Chairman, the Vice Chairman, and the Secretary and Treasurer.

B. The Chairman of the Faculty shall be elected by the faculty. He shall preside over the meetings of the faculty and discharge the functions customarily performed by a chairman.

C. The Vice Chairman shall be elected by the faculty. The Vice Chairman shall preside in the absence of the Chairman.

D. The Secretary shall be elected by the faculty. He shall keep the minutes and perform the customary duties of a corresponding and recording secretary. Within one month after each meeting of the faculty, he shall transmit a copy of the minutes to each member of the faculty.

E. The Treasurer shall be elected by the faculty. He shall be the custodian of any dues and contributions that may be paid by the faculty and shall make such disbursements as may be authorized by the appropriate committee of the faculty. He shall perform the customary duties of a treasurer and shall render an annual written report to the faculty.

ARTICLE VII.

SECTION XXXIII. Faculty Council

A. There shall be a Faculty Council of the Corning Community College which shall be the principal agency of its faculty in carrying out the purpose of the faculty, but the faculty may reverse the action of the Faculty Council by a two-thirds vote of the membership of the faculty.

B. The Faculty Council shall be composed of members of the faculty in accordance with by-laws to be established by the faculty for the organization and operation of the Faculty Council.

REVISED, SPRING 1966

ARTICLE VIII. APPOINTMENT OF ACADEMIC STAFF

SECTION XXXIV. Types of Appointment

A. Continuing Appointment. (Tenure) A continuing appointment shall be a full-time appointment to a position of full academic rank for an indefinite period which, once granted, shall not be affected by changes in such rank and shall continue until terminated in accordance with these By-Laws.

B. Term Appointment. A term appointment shall be an appointment to the academic staff for a specified, limited period which, except as otherwise provided for by these By-Laws, shall automatically expire at the end of that period, unless terminated earlier in accordance with these By-Laws. Probationary appointment is a one-year term appointment.

C. Temporary Appointment. A temporary appointment shall be an appointment to the academic staff for a temporary, unspecified period, which may be terminated at will at any time.

SECTION XXXV. Methods of Appointment

A. Continuing Tenure or Over $15,000. Continuing appointments and appointments to the academic staff at an annual base salary of $15,000 or more shall be made by the Board of Trustees, after receiving the recommendation of the President, which recommendation, in the case of an appointment to the academic staff of a college, shall be made by him after receiving the recommendation of the Dean of the Faculty of the college.

ARTICLE VIII.

SECTION XXXV. Methods of Appointment (continued)

B. Other. All other appointments to the academic staff shall be made by the President, which, in the case of an appointment to the academic staff of a college, shall be made by him after receiving the recommendation of the Dean of the Faculty of the college. The President shall report all such appointments to the Board of Trustees.

SECTION XXXVI. Periods of Appointment

A. Professors and Associate Professors. Professors and associate professors, serving on a full-time basis, who have not otherwise been granted a continuing appointment, shall be granted either a continuing appointment or a term appointment for a period of not exceeding three years. Reappointment at the end of such a term appointment shall be a continuing appointment.

B. Assistant Professors. Assistant professors, serving on a full-time basis, shall be granted term appointments for periods of not exceeding three years, which may be renewed.

C. Eligibility for Continuing Appointment. Notwithstanding anything contained in this Section 36, when an assistant professor holding a term appointment has completed seven consecutive years of service within the College in the position of assistant professor, his term appointment shall be deemed to be terminated as of that time. He shall no longer be eligible for a term appointment and he shall thereupon be considered for a continuing appointment. Reappointment at the end of such a seven-year period of service shall be a continuing appointment. In computing consecutive years of service, periods of vacation leave, periods of sick leave with salary and periods of sabbatical leave, shall be included; periods of leaves of absence other than vacation leave, sick leave with salary and sabbatical leave, and periods of part-time service, shall not be included but shall not be deemed an interruption of otherwise consecutive service.

D. Instructors and Assistant Instructors. Instructors and assistant instructors, serving on a full-time basis, shall be granted term appointments for periods of not exceeding three years, which may be renewed.

ARTICLE VIII.

SECTION XXXVI Periods of Appointment (continued)

E. Qualified Academic Rank. Persons holding qualified academic rank and who are serving on a full-time basis shall be granted term appointments with respect to such qualified academic rank for periods of not exceeding three years, which may be renewed provided, however, that upon the termination of the services of such persons in their other positions within the College, such term appointments with respect to qualified academic rank shall be deemed terminated as of that time.

F. Temporary Service. Persons having full or qualified academic rank who serve for temporary, unspecified periods shall be granted temporary appointments.

G. Part-Time Service. Persons having full or qualified academic rank who serve on a part-time basis shall be granted temporary appointments.

SECTION XXXVII. Appointment without Term

A. Nothing contained in this article shall be construed as conferring or permitting terms or service credit toward the achievement of term in the ranks or positions of President, Dean, Librarian, Business Manager, or other administrative personnel.

B. Appointments to such rank or position or removal therefrom, however, shall not deprive the person so appointed or removed of term in the highest position on the instructional staff held with term prior to his appointment to such office or conjointly with such office, nor shall such appointment or removal deprive any person of service credit toward the achievement of term under the provisions of law and of this article.

C. Where two members of the same family hold faculty and/or administrative positions, neither spouse can hold a term appointment.

SECTION XXXVIII. Termination of Temporary and Probationary Appointments

A. Temporary appointees shall be subject to the same policies as pertain to probationary appointees with respect to termination of appointment for unsatisfactory service.

ARTICLE VIII.

SECTION XXXVIII. Termination of Temporary... (continued)

B. The services of probationary appointees may be terminated upon the recommendation of the Dean and the appropriate Program Coordinator, subject to the approval of the President. The probationary appointee shall have the right to appeal such a determination directly to the President.

C. The services of probationary appointees may be terminated in the event of program or financial retrenchment.

SECTION XXXIX. Termination of Term Appointments: Discontinuance of Position

A. A position held by a person upon whom a term appointment is conferred may be abolished or discontinued by the Board in the event of financial or program retrenchment. The President and the Dean of the College, with an appropriate committee of the faculty, shall review any designation of excess prior to action by the Board.

B. In the event that a position in the faculty area is to be abolished or discontinued, such position shall be that of the person last appointed to such area, provided, however, that all persons of any rank in such area upon whom term is not conferred shall be dismissed before the position of any other person in such area is abolished or discontinued.

C. If the Board abolishes or discontinues the position of a person upon whom a term appointment is conferred and, if after active search by the President, no other position can be found within the college which can be efficiently and capably filled by such person, then his name shall be placed and shall remain for three years on a preferred eligible list of candidates for reappointment to fill a vacancy that may thereafter occur in a position which can be efficiently and capably filled by such person, or to fill a newly created position which can be efficiently and capably filled by such person. Reappointment to such position shall be in inverse order based on the length of time the names of such persons shall have been on such preferred eligible list. Any person reappointed from a preferred eligible list shall be reappointed at a salary not less than that which he was receiving when his position was abolished or discontinued. Any person whose name is placed on a preferred eligible list as herein provided shall, for the purpose of maintaining his status in the retirement system, be deemed to be on leave-of-absence without pay.

ARTICLE VIII.

SECTION XXXIX. Termination of Term Appointments...(continued)

D. In departments where definite instructional or curricular sub-divisions exist and where specialized skills and/or experience are involved, the principle of seniority shall be modified only where it would harm substantially the effectiveness of instruction within the departmental sub-divisions.

E. The President shall notify in writing an individual who holds a position with term when such position is discontinued or abolished. Such notice shall be given by November 1, with severance to occur at the end of the academic year in the following June. Such person shall be accorded full vacation privileges for that academic year.

SECTION XL. Termination of Term Appointments: Grounds for Removal or Suspension

A. In accordance with sub-division 8 of Section 6206-a, Chapter 595, of the State Education Law, 1956, persons having term appointment may be removed or suspended from the instructional staff for one or more of the following reasons:

1. Incompetent or inefficient service.
2. Neglect of duty.
3. Physical or mental incapacity.
4. Moral turpitude.
5. Conduct unbecoming a member of the staff.

B. This provision shall not be so interpreted so as to constitute interference with academic freedom.

C. The following proceedings for the removal of such a person shall be followed:

1. Presentation and Investigation of Charges. Charges against a member of the faculty may be made by the President, Dean, member of the Board, or the Board itself. If the Board recommends a trial upon such charges, then the Board shall proceed in the manner as herein set forth.

2. Service of Charges. It shall be the duty of the Chairman of the Board to have service upon the person involved of a notice setting forth all charges pending against him when a trial is decided upon by the Board of Trustees.

3. Answer to Charges. The person accused shall have ten days from the date of such service of charges in which to file a written answer with the Board.

ARTICLE VIII.

SECTION XL. Termination of Term Appointments (continued)

4. Trial Committee: Notice of Trial. The Board shall elect a committee to conduct a trial upon the filing of such charges. The committee shall fix a trial date and send a notice of such to the accused. The notice shall also contain the place and the hour for which the trial is fixed. The accused shall be given at least ten days' notice of such trial. In the event of resignation of the accused, such resignation shall become effective immediately upon receipt by the Board of Trustees, and no further action shall be taken by the Board.

5. Trial. The Trial Committee of the Board shall conduct the trial in accordance with such rules as the Board may establish, or by its own rules in the absence of such Board regulations. The Committee shall not be bound by the rules of evidence observed in courts of law.

A person so charged shall be entitled to representation during such trial by any person or persons of his choice. The accused shall be confronted with the witnesses against him, shall be privileged to be present at all sessions of the Trial Committee when testimony is being heard, shall have the right to examine and cross-examine witnesses and to produce witnesses and relevant documents. A transcript of all proceedings shall be made available to the accused. Such a person shall further be entitled to an appeal on the record with right of representation by any person or persons of his choice before the Board prior to its final determination of the question of his removal.

6. Report of Trial. The Trial Committee shall, on the conclusion of the trial, without unnecessary delay, make a report to the Board together with its recommendations and shall file with its report and recommendations a transcript of the testimony. The Board, not later than two months after presentation of the report of the Trial Committee, shall render its judgment upon such charges and shall fix the penalty if the decision is against the accused.

7. Suspensions Pending Trial. Pending his trial, any person against whom charges have been made may be suspended by the President of the College. The person so suspended shall be notified immediately in writing of such

ARTICLE VIII.

SECTION XL. Termination of Term Appointments ... (continued)

suspension by the President. Where the Board shall ultimately rule in favor of the accused who has been suspended, he shall be entitled to receive any salary of which he may have been deprived during the period of suspension.

SECTION XLI. Termination of Appointment for Age

A. The services of members of the professional staff who are not members of a retirement system and subject to its regulations shall be terminated at completion of the academic year in which said persons attain age seventy.

B. Services of said persons may be continued at the pleasure of the Board through annual appointments, not to extend beyond two in number.

ARTICLE IX. SALARY SCHEDULES AND SCHEDULE CONDITIONS

SECTION XLII. Salary Schedules

The compensation and salaries of the professional staff of the Corning Community College shall be those prescribed in the following schedules for the titles indicated, effective September 1, 1966, and will be reviewed and adjusted as deemed necessary by the Board at their discretion.

	SCHEDULE I.
The President	Determined by the Board of Trustees
	SCHEDULE II.
The Dean of the Faculty The Dean of Students	Recommended by the President to the Board of Trustees
	SCHEDULE III.
The Business Manager	Recommended by the President to the Board of Trustees
	SCHEDULE IV.
Director of the Library	Recommended by the President to the Board of Trustees
	SCHEDULE V.
Professor	9,000 - 14,000

ARTICLE IX.

SECTION XLII. Salary Schedules (continued)

SCHEDULE VI.

Associate Professor 8,200 - 12,700

SCHEDULE VII.

Assistant Professor 7,200 - 10,200

SCHEDULE VIII.

Instructor
Assistant Instructor 5,600 - 8,500

SCHEDULE IX.

A. Persons appointed to teaching positions in the Evening and Summer Division shall be compensated for each semester hour of service at a rate as established in the following schedule:

Semester Hour	Rate
1	200
2	400
3	600
4	800
5	1,000

SCHEDULE X.

A. The following schedule conditions for instructional personnel employed in the Evening and Summer Division shall apply:

1. All instructional positions shall be temporary by nature. All persons appointed to such positions shall serve at the pleasure of the Board, subject to the availability of funds collected by the College's Evening and Summer Division.
2. Commencing with the 1961-62 academic year, the maximum number of semester hours that any full-time member of the college faculty may teach beyond the normal academic load of fifteen (15) semester hours or twenty (20) contact hours or the equivalent in the day and/or evening programs, or in any other institution, shall be up to eight (8) semester hours for the academic year and an average of four (4) hours per semester. Part-time instructional personnel employed directly from business and industry and not on the full-time professional staff of the College shall be subject to the same limitations. Any individual deviation from this policy, brought about by administrative necessity, shall require the approval of this Board.

ARTICLE IX.

SECTION XLII. Salary Schedules (continued)

SCHEDULE X.

3. Any full-time member of the professional staff who wishes to engage in an activity outside of teaching, such as in a consultative capacity or in maintaining a professional office or other part-time employment, shall submit a request for approval of such activity to the President. Reports on such activity may be required by the administration at the end of each academic year.

SECTION XLIII Salary Schedule Conditions

The compensation and salaries of the members of the professional staff shall not be less than those prescribed in these schedules and shall be subject to the conditions indicated:

A. 1. The person appointed thereto holds an approved Doctorate degree issued by a recognized college or university, or
   2. The person appointed thereto holds an approved Master's degree issued by a recognized college or university and who, beyond such degree, has completed 30 semester hours of approved study, or
   3. The person appointed thereto holds an approved Baccalaureate degree issued by a recognized college or university and who, beyond such degree, has completed 60 semester hours of approved study.

B. Salary increases shall be granted on July 1 of each succeeding year except by special action of the Board. Such increases are not mandatory but are granted to those members of the staff by individual negotiation who have given satisfactory service in their assignments with the college. Meritorious service by persons holding probationary or term appointments shall make such persons eligible for an increase.

C. Persons holding temporary appointments are not usually eligible for increases, regardless of total length of service under such temporary assignment.

D. Promotions shall be made as of July 1.

ARTICLE IX.

SECTION XLIV. Conditions and Qualifications for Appointments and Promotion

Qualifications for Appointment:

A. President. Outstanding reputation as an educational administrator, demonstrated by experience in government, business, and/or education, part of which should be in teaching and college administration. Personal qualities conducive to success as a leader of teachers and as an executive.

B. Dean of Students and the Dean of the Faculty. In addition to those qualifications of an instructional position, such other special qualifications in terms of experience and personal qualities as the Board may require.

C. Business Manager. Bachelor's Degree. A Certified Public Accountant with at least 5 years experience in public accounting, or a college graduate with equally approved and appropriate business experience in an accounting or financial area.

D. Directors of Evening and Summer Division. Master's Degree. Additional graduate work in appropriate field is desirable. Approved and appropriate experience in government, business, industry, and/or education, at least two years of which should be related primarily to adult education or evening and summer work in a college or university.

E. Librarian.
1. Bachelor's Degree from a recognized undergraudate college.
2. Professional degree (B.L.S., M.L.S., M.S. in L.S., M.A. in L.S., etc.) from school fully accredited by the American Library Association.
3. At least two years of approved full-time experience as a professional librarian in a college, university, or technical institute or in a government, public, or special library.

F. Professor. In addition to possessing the qualifications of the highest instructional rank, approved and appropriate experience in a supervisory or administrative position related to educating students or to the development of educational programs.

G. Associate Professor. In addition to possessing the qualifications for the position of Instructor or Assistant Professor, a minimum of an additional two years of approved and appropriate experience in business, industry, and/or education.

ARTICLE IX.

SECTION XLIV. Conditions and Qualifications (continued)

H. Assistant Professor. In addition to possessing the qualifications for the position of Instructor, additional graduate work is desirable. A minimum of four additional years of approved and appropriate experience in business, industry, and/or education.

I. Instructor. Master's Degree. In special technical fields, a bachelor's degree plus two years of approved and appropriate experience in business, industry, and/or education may be accepted in lieu of a master's degree. In special technical fields where academic training is not typical or appropriate, graduation from high school (or its equivalent) plus four years of apprenticeship and three years of additional approved and appropriate experience in business or industry may be accepted in lieu of a master's degree.

J. Instructional Personnel in Evening and Summer Division. The requirements for the lowest academic rank shall apply, except where the Directors of the Evening and Summer Division and the President shall determine that an individual applicant possesses appropriate equivalent qualifications.

K. Recorder.
1. Bachelor's Degree from a recognized undergraduate college, one year of appropriate graduate work, and six years of satisfactory experience in a Recorder's Office or equivalent administrative experience, or a satisfactory equivalent of education and experience.
2. The Recorder must possess the ability to assume responsibility to do research and to supervise employees and must have the personal qualifications requisite for dealing with administrative officers, faculty, students, and others, including qualities of integrity, understanding, and friendliness.

ARTICLE X. THE EVENING AND SUMMER DIVISION

SECTION XLV. Establishment of Evening and Summer Division

A. There shall be an Evening and Summer Division of the college, which shall provide appropriate learning opportunities for qualified youth and adults of the community who desire to pursue part-time study in the evening and in the summer.

B. All regular day courses leading to the Associate degrees approved for offering in the day program may be offered in the evening or summer.

ARTICLE X.

SECTION XLV. Establishment of Evening and Summer Division (continued)

C. All appointments in the college's Evening and Summer Division, whether they be full-time, part-time, classified or unclassified, shall be made subject to the availability of funds collected by the college's Evening and Summer Division.

ARTICLE XI. LEAVES FOR THE PROFESSIONAL STAFF

SECTION XLVI. Positions Excluded from these Leave Regulations

A. The following leave regulations shall apply to all full-time members of the professional staff as defined in Article VII, Section 30-A of these By-Laws.

B. Persons on the full-time professional staff holding temporary appointments of less than one academic year shall be entitled to sick leave and personal leave but to no summer vacation leave benefits. Persons holding temporary appointments of one full academic year shall be entitled to full vacation leave benefits. All persons holding temporary appointments shall not be entitled to maternity leave benefits.

SECTION XLVII. Summer Leave

A. The professional staff shall commence their annual Summer Leave as soon after graduation as it is deemed possible by the President, but no later than June 30. The professional staff shall return from their Summer Leave on September 1.

B. The President may deny annual Summer Leave to any full-time member of the professional staff who severs his connection with the college in a way which is injurious to the welfare of the college.

SECTION XLVIII. Sick Leave

A. Members of the full-time professional staff may be granted Sick Leave of twelve (12) calendar days exclusive of Saturdays, Sundays, and authorized holidays and recesses during each year of service with pay. The unused portions of such Sick Leave shall be cumulative to a maximum of one hundred and sixty calendar days during which the college is in regular session. The unit for computation shall not be less than one-half day.

ARTICLE XI.

SECTION XLVIII. Sick Leave (continued)

B. Any absences in excess of the cumulative Sick Leave accrued to an absentee shall be taken without pay, except that such Sick Leave may be extended by this Board for three month periods at one-half pay, provided the person shall have been employed for three or more years. Leave without pay, not to exceed one academic year, may be granted to a member of the professional staff, provided that the person shall have been employed for three or more years. If the person is eligible under the provisions for sabbatical leave, then a sabbatical leave may be granted to said person.

SECTION XLIX. Personal Leave

A. Full-time members of the professional staff shall have three days of Personal Leave per year, to be used from the scheduled date of return after summer leave until the beginning of summer leave at the end of the spring semester. These three days may be used only for urgent personal business that requires absence or for religious observance.

B. Personal Leave shall not be cumulative. Any Personal Leave remaining as of the beginning of the summer recess shall be canceled automatically.

SECTION L. Maternity Leave

A. As soon as any member of the professional staff shall become aware of pregnancy, she shall notify the administration and apply for a leave of absence. Leave of absence shall normally begin on February 1 or September 1, unless the President or applicant shall deem it necessary that the leave begin sooner.

B. Leaves of absence shall not be for more than twelve calendar months, except that when leave is granted during a semester, leave shall be extended to the February 1 (or September 1) next succeeding the end of the twelve-month period. Extension of a Maternity Leave shall be permitted on request, but not to exceed a period of one year from the end of the original leave. No further extension shall be permitted.

C. Maternity Leave shall be granted without pay. The period of a Maternity Leave shall not be credited towards salary increments , but at the expiration of such leave, the person concerned shall resume service at the same point, so far as salary increments are concerned, as she was at the beginning of the leave.

ARTICLE XI.

SECTION L. Maternity Leave (continued)

Pro rata vacation pay may be granted, but not to exceed beyond February 1 or September 1. Special leave may be granted by approval of the Board of Trustees to the individual applicant, but not to extend beyond February 1 or September 1. In either event, leave with pay shall cease when it becomes necessary to employ a substitute instructor.

D. Members of the professional staff holding probationary appointments may be granted a Maternity Leave, but the granting of such leave shall be at the discretion of the President and of this Board.

E. The requirement that a staff member apply for leave at once because of pregnant condition shall be effective not only when she is in active service, but also when she is on leave of absence or vacation.

F. When a member of the staff has requested Maternity Leave and a miscarriage occurs before the starting date of such leave, she shall be permitted to return to active service upon presentation of a statement from a physician that she is physically and otherwise capable of returning to full duty.

G. When a member of the staff is on Maternity Leave and a miscarriage occurs during such leave, she shall not return to active service until the beginning of the subsequent semester, provided that she submits a statement from a physician that she is physically and otherwise capable of returning to full duty at that time.

H. After a normal birth, the staff member may return to duty at the end of the Maternity Leave, but only upon presentation of a statement from a physician that she is physically and otherwise capable of returning to full duty.

SECTION LI. Leave for Jury and Court Attendance

In the event that a member of the full-time professional staff is required to perform jury service or to attend court for other than personal matters, leave with pay shall be granted.

ARTICLE XI.

SECTION LII. Leave for Death or Illness within Family

A. In the case of death or serious illness in the immediate family, a leave of absence with pay of up to four calendar days duration may be granted to full-time members of the professional staff if they have served over one semester in the college.

B. The immediate family shall be defined as including a parent, child, brother, sister, grandparent, grandchild, spouse, or parent of a husband or wife, or any relative residing in the personal household.

SECTION LIII. Sabbatical Leave for Faculty and Administration

A. Application for Sabbatical Leave may be made by any full-time member of the professional staff who is under the age of sixty-five years, after a period of six years of service, exclusive of non-sabbatical leaves. The six-year period shall commence with the date on which the staff member is accorded a term appointment or the date on which the individual's probationary period ended. For administrative staff, the six-year period shall commence with the date of the initial appointment.

B. Such application shall be in the form provided by the Board and shall state precisely which of the following purposes is to be served by the leave:

1. Study and research.
2. Educational travel.
3. Restoration of health.

Such application shall also state that the applicant shall continue to serve for at least one year after the expiration of the term of his leave, unless provision is expressly waived by the Board.

C. The faculty application shall be submitted to the Dean who shall forward it to the President with his endorsement. Such endorsement must state that the applicant has been a valuable and devoted member of the staff, that the work of the department in which he serves can be arranged so as to be carried forward effectively during the period of the leave, and that the work he intends to do, except where the Sabbatical Leave is requested for the restoration of health, is consonant with the principles of Sabbatical Leave. The administrative application shall be submitted to the President directly. The President shall submit all applications to the Board with his own recommendations.

ARTICLE XI.

SECTION LIII. Sabbatical Leave (continued)

The application of the President for Sabbatical Leave shall be made directly to the Board.

D. The granting of such leave shall not be in any sense automatic, but the Board will consider the advantage to the applicant as a scholar and teacher to be expected from such leave, and the consequent advantage through his service to the College.

E. Salary payments during Sabbatical Leave shall be as follows:

1. Half pay, if the leave is for a full year (twelve months), or
2. Full pay, if the leave is for a half year (six months).

F. The period of the Sabbatical Leave shall be credited as service for retirement pruposes and for the granting of increments.

SECTION LIII. Amendment

"Application for Sabbatical Leave may be made by all full-time faculty regardless of rank and by administrative staff members, both under the age of sixty-five, after a period of six years of cumulative service. The six-year period shall commence with the date of the initial appointment; credit shall be retroactive to December 1, 1957."

Resolution moved by Leland B. Bryan, seconded by Charles D. LaFallotte, and unanimously carried at the regular meeting of the Board of Trustees held at the Baron Steuben Hotel on June 14, 1963.

SECTION LIV. Military Leave of Absence

A. All full-time members of the professicnal staff, except those on temporary appointment, who go on active duty with any component of the armed forces shall be granted an indefinite leave of absence without pay. Application for reinstatement shall be accepted within 90 days after honorable discharge or separation from extended active duty. If application is not made within that time, it must be forwarded to the Board of Trustees for consideration.

B. Members of the active reserve corps who must spend some time on active duty each year shall request tours of duty which fall during College faculty vacation periods wherever possible.

PART IV.

ARTICLE XII. ATTENDANCE AND LEAVE FOR NON-ACADEMIC PERSONNEL

SECTION LV. Applicability of These Provisions

The following shall apply to non-academic personnel employed on an annual, semester, or monthly salary basis, regardless of assignment, unless otherwise provided in the letter of appointment.

SECTION LVI. Vacation Leave Allowance

A. An annual vacation leave allowance of 12 calendar days, exclusive of Saturdays, Sundays, and legal holidays, shall be granted to non-academic personnel. This allowance shall accrue at the rate of one day per month.

B. For the earning of vacation leave credits, the time recorded on the payroll at the full rate of pay and the first six months of absence while receiving Workman's Compensation payments shall be considered as time "served" by the appointee.

C. Calculation of vacation leave credits shall be based on the fiscal year beginning September 1. All vacation leave allowance of an appointee to his credit on August 31 and not used in the succeeding fiscal year may be carried over from said fiscal year to the next succeeding fiscal year only, with the approval of the President; and any such time not used within the prescribed period shall be added to the appointee's sick leave balance.

D. The normal unit of charge against vacation leave allowance for vacation and personal business shall be one-half day. Smaller units of charge are authorized for time lost due to religious observance. The President is authorized to make such other exceptions as are warranted.

E. Earned vacation leave allowance shall be taken by non-academic personnel at a time convenient to the college. In exceptional and unusual circumstances, the President may permit use of annual vacation leave allowance before it is earned, but not to exceed 10 work days.

F. Non-academic personnel may not be permitted to use vacation leave allowances for other than religious holidays until they have completed four months of service.

G. Vacation leave credit for a full month shall be earned only after completion of 15 calendar days on full-pay status in a calendar month, and no accruals or partial accruals shall be

ARTICLE XII.

SECTION LVI. Vacation Leave Allowance (continued)

granted for service of less than 15 calendar days in full-pay status in a calendar month. No vacation leave shall be granted to new appointees until they have served at least four months.

H. Except as otherwise provided in this section, appointees who are separated from service in good standing may be granted any accumulated vacation leave to their credit prior to the effective date of separation, provided that written notice of resignation shall be submitted at least one month prior to the last day on the payroll. Such terminal vacation leave may not exceed 12 days. Appointees who, between August 1 and June 1, give notice of resignation, to be effective before the end of the following spring semester, need not be granted accumulated vacation leave. Appointees whose services are terminated for cause shall not be entitled to accrued vacation leave allowance.

SECTION LVII. Personal Leave

On the day following Labor Day, three days of personal leave allowance shall be credited to the appointee. Such allowance may be drawn upon for absences required for urgent personal business and for religious observance. The nature of the personal business need not be indicated in the request. Any remaining personal leave allowances so credited may be used for vacation purposes during recess periods of the current year or during the following summer prior to Labor Day, at which time they become void.

SECTION LVIII. Sick Leave Allowance

A. Sick leave allowance shall accrue at the rate of one day per month of service, and shall be used only for personal illness of the appointee.

B. Sick leave allowance is cumulative up to a maximum of 60 work days. After this maximum is reached, no more sick leave credits may be earned by non-academic personnel, except to the extent of restoring credits subsequently drawn for sick leave, and thereby building up accruals again to the maximum.

C. Sick leave may be granted at the discretion of the President, and proof of disability must be provided by the appointee, satisfactory to the President. Presentation of a physician's certificate may be waived for absence up to and including five consecutive work days. In a case of protracted disability, additional periodic certifications by a physician may be required.

ARTICLE XII.

SECTION LVIII. Sick Leave Allowance (continued)

D. Sick leave credit for a full month shall be earned only after completion of 15 calendar days on a full-pay status in a calendar month, and no accruals or partial accruals shall be granted for service of less than 15 calendar days in full-pay status in a calendar month.

E. At the discretion of the President, non-academic personnel who have exhausted all earned sick leave and vacation leave balances due to personal illness may be permitted to use unearned sick leave allowance up to the amount earnable in one year of service, chargeable against future earned sick leave.

F. At the discretion of the President, non-academic personnel may also be granted sick leave with pay for three months after ten years of service, after all credits have been used. In special instances, sick leave with pay may be further extended, with the approval of the President. The President shall be guided in this matter by the nature and extent of illness and the length and character of service.

G. When a non-academic staff member is absent from duty because of illness, the college should be notified on the first day of the absence, at the normal beginning of his work day, of the nature of the illness and of the probable duration of the absence.

H. The college shall have the right in any case of sick leave to require a medical certificate from either the appointee's personal physician or from the college medical officer.

I. For absences because of illness of thirty calendar days or more, the appointee, upon his return to work, shall present a certification from his physician which shall state the nature of his illness and which shall certify that he is physically able to return to his normal duties. In cases of illness of thirty calendar days or more, an examination by a college physician may be required.

J. The normal unit for computation of sick leave shall be not less than one hour. Credits cannot be earned for the period an appointee is on leave of absence without pay. For the earning of sick leave credits the time recorded on the payroll at the full rate of pay, and the first six months of absence while receiving Workman's Compensation payments, shall be considered as time "served" by the appointee.

ARTICLE XII.

SECTION LIX. Other Authorized Absences with Pay

A. Absence of non-academic personnel for reasons indicated below shall be excusable without charge to sick leave or vacation leave balance upon submittal of evidence satisfactory to the President:

1. Absence not to exceed four work days in the case of death or serious illness in the immediate family. Family shall be defined for this purpose as spouse, natural or foster step-parent of the appointee or his spouse, child, brother, sister or grandparents of appointee or any other relative residing in the household.
2. For jury duty. Leave for jury duty shall be granted to the appointee provided that he endorses his check for jury duty to the college.
3. For court attendance under subpoena or court order. Leave to attend court shall be granted when neither the appointee nor anyone related to him has a personal interest in the case, and where said attendance at the court is not related to any other employment of the appointee.
4. Absence required because of Health Department ruling with respect to quarantine.
5. For attendance of delegates and alternates at state or national conventions of veterans' organizations and volunteer firemen's orgrnizations.

B. Prior notice to the President is required for absence under items 2, 3, and 5 of "A" above. The appointee shall give notice to the President as soon as possible in all other cases.

C. The following days are designated as paid holidays for the members of the non-academic personnel when they fall in the months of employment of the staff member and college is not in session:

Labor Day	Good Friday
Veterans Day	Easter
Thanksgiving	Memorial Day
Christmas Day	Fourth of July
New Year's Day	

and the day immediately preceeding or following Thanksgiving Day, Christmas Day, New Year's Day,and Easter; to be taken by mutual agreement with the employee and the officer in charge and with the approval of the President.

Maximum number of paid holidays per year -- 13.

D. The President shall grant any leave of absence with pay required by law.

ARTICLE XII.

SECTION LX. Leave of Absence without Pay

A. Maternity Leave

1. Maternity leave of one year may be granted to appointees by the President, provided they have served satisfactorily at least three years and further provided that they have met the conditions hereinafter stated. Maternity leaves shall be granted without pay.
2. The appointee must notify the President no later than the completion of the fourth month of pregnancy, by submitting a doctor's certificate indicating the expected date of birth. The maternity leave of absence shall begin at a date set by the President, in consultation with the appointee, with due consideration for the welfare of the college and for the person.
3. Sick leave to the credit of the appointee at the time her maternity leave begins will be held over pending her return to full duty. Unused vacation allowances will be converted to sick leave allowances upon her return to full duty following her maternity leave.
4. Should an appointee wish to return to work before the expiration of the year's leave, she must submit a certificate from her physician stating that her physical condition permits her return to normal full-time duties. Any return to work before the expiration of leave shall be at the discretion of the President.
5. Before an appointee may be permitted to return to work at the expiration of her maternity leave, she must submit a certificate from her physician to the President at least one month in advance stating that her physical condition permits her to return to normal full-time duties.
6. An extension of maternity leave may be granted by the President up to a period of one additional year from the end of the original leave. No further extension shall be permitted.

B. Leaves of absence without pay, for reasons not given in the foregoing rules, may be granted to appointees by the President where exceptional circumstances prevail, but not to exceed one year, except with the approval of the Board of Trustees of the college.

C. The President shall grant any leaves of absence without pay that are required by law.

ARTICLE XII

SECTION LXI. Hours of Work

A. Non-academic personnel shall be required to work a 37 1/2-hour minimum work week, including those days the college offices are open during the winter and spring recess periods. Janitorial persons shall be required to work a minimum 40-hour week. However, the daily hours of work during the summer and the winter and spring recess periods may be reduced by the President in accordance with the needs of the college.

B. The work week normally shall consist of five days. However, if the operation of the college so requires, the President may establish different schedules to meet the need.

SECTION LXII. Miscellaneous Provisions

A. Regular holidays with pay shall be determined by the President in accordance with the needs of the academic calendar. A maximum of 13 designated holidays with pay are given under Section 62-C.

B. Daily time records shall be maintained showing the actual hours worked. Records of leave accrued and taken by the appointee shall also be maintained. Request for leave of absence shall be submitted in accordance with the college's administrative regulations and on forms specified.

C. Appointees assigned teaching responsibilities for a minimum of three months may receive additional vacation leave at the discretion of the President, at such times as may suit the convenience of the college, such as during winter or spring recess or during the summer.

D. The Business Manager is authorized to interpret these provisions upon the request of an interested appointee or group of appointees.

E. The President is authorized to delegate to any administrative officer those powers granted to him under these regulations.

F. The President is authorized to establish such administrative rules as may be needed to carry out the intent of these regulations.

G. These regulatory provisions may be amended only with the approval of the Board of Trustees of the college.

ARTICLE XII.

SECTION LXIII. Absence Due to Injury Incurred in the Performance of Official Duties

A. Whenever an appointee not covered by Workman's Compensation is physically disabled in the performance of his official duties, the President is empowered to grant such appointee a leave of absence with pay not to exceed one calendar year. In such case the appointee shall be required to execute an agreement wherein it is stipulated that, in the event that such appointee makes any claim or institutes any action against any party whatsoever in relation to such disability, reimbursement in the amount of such pay shall be made to the college from the proceeds of the recovery by such appointee but not to exceed the amount of such proceeds. Such agreement shall be in a form and manner prescribed by the college counsel or others duly empowered counsel.

B. The President may have the injured appointee examined by a physician appointed by the college in order to determine the extent of the person's disability,and the approval of said physician from a medical viewpoint shall be required for time granted with pay under this rule. The President may require periodic medical examinations of the disabled person to ascertain the need for continued leave of absence with pay. Notwithstanding other provisions of these regulations, vacation and sick leave shall accrue during the first six months only of such absence, and shall be credited upon the appointee's return to duty.

C. The President is empowered to grant leave of absence with pay for the first week's absence of an appointee covered by Workmen's Compensation who is physically disabled in the performance of official duties.

SECTION LXIV. Working Conditions

Vacations, hours of employment, and similar matters with respect to the non-instructional staff shall be set by the President.

PART V.

ARTICLE XIII. CONTRACTS AND PURCHASES

SECTION LXV. Designation of Administrative Officers

The President of the college and the Business Manager are hereby designated by the Board of Trustees as the administrative officers with the power to authorize contracts and purchases for the college, in accordance with the rules and regulations set forth herein. The signature of one of these officers is required on every purchase order or contract.

ARTICLE XIV.

SECTION LXVI. Competitive Bidding

The college is required under Section 103 of the General Municipal Law to seek competitive bids on purchases in excess of $1,000 and contracts for work and labor in excess of $2,500.

SECTION LXVII. Petty Cash Expenditures

A. When purchases are for amounts of $25 or less, they may be paid from the Petty Cash Fund established by the college, provided that the total amount of such purchases shall not exceed $500 in any one month and provided further that such purchases must have prior approval of the President or the Business Manager.

B. Purchases from any one vendor under this section shall not exceed $100 in any one month.

SECTION LVIII. Forms and Records

The College Business Office shall submit to the college counsel for review and approval all contract forms prior to issuance of any proposal from which a contract will ensue.

AMENDMENT (January 1967)

WHEREAS, the concept of the comprehensive community college involves the offering of the full range of community services and

WHEREAS, said offerings should be made available at any time of the day or week most convenient for the students and

WHEREAS, such community service offerings should be funded out of the regular operating budget of the college and

WHEREAS, Article X, Section 45, Paragraph C.* of the By-Laws of the Board of Trustees implies that the College's Evening and Summer Session Divisions be funded independently and

WHEREAS, this implicit separation of the Evening and Summer Division from the concept of community service impedes the full development of such services and the concept of "one" community college,

BE IT THEREFORE RESOLVED, that Paragraph C. of Section 45 of Article X be deleted.

* All appointments in the college's Evening and Summer Division, whether they be full-time, part-time, classified or unclassified, shall be made subject to the availability of funds collected by the college's Evening and Summer Division.